

VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Supervising Word Processing Typist</u>	CLASSIFICATION CODE: <u>02423400</u>
	SALARY RANGE: <u>(313A) \$ 28582 - \$30946</u>	REFERENCE POSITION NO.: <u>5550-10000-530</u>
	Department or Agency Name: <u>State Colleges</u>	APPLICATION PERIOD: <u>5/4/2006 - 5/11/2006</u>
	Division/Section/Unit: <u>RI College</u>	GRACE PERIOD ENDS: <u>5/14/2006</u>
	Assignment(s) / Comments	
	Shift and Days: <u>Monday - Friday 8:30am - 4:30pm</u>	Job Location: <u>Alumni Affairs, Kauffman Center</u>
	Restrictions/Limitations: <u>None</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>Council 94, Local 2879</u>	
	There is* <u> </u> is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES: SEE ATTACHED JOB SPECIFICATION.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a senior high school including or supplemented by courses in typing and the operation of automatic typewriting equipment; and Experience: Such as may have been gained through: employment in a position involving the exercise of independent judgement in the performance of automatic typing and other clerical work of a difficult nature. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience. Special Requirement: Typing certificate required for 40 net WPM - 5 minutes to be submitted with application.	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Rhode Island College, Office of Human Resources 600 Mt. Pleasant Avenue, Providence, RI 02908 Attn: Robin Pecunioso, Manager Classified Services</p> <p>Telephone #: <u>401-456-8443</u> Fax #: <u>401-456-8717</u> TTY/TDD #: <u>1-800-745-5555</u> (Telecommunication Device for the Deaf)</p>	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE:**SUPERVISING WORD PROCESSING TYPIST**

Class Code: 02423400

Pay Grade: 13A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for and supervise the work of several subordinates or a small clerical unit, engaged in performing varied routine and difficult clerical tasks including the use of automatic typewriting equipment; to participate in the performance of such tasks; to perform word processing typing work of a difficult and responsible nature; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior in accordance with established policies and procedures; instructions usually are given only at the beginning of assignments involving a new type of work; work is generally in final form when completed and is subject to, but does not always receive, review by superiors.

SUPERVISION EXERCISED: Supervises and reviews the work of clerical workers, assigning tasks and reviewing work performed for conformance to procedures and instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for and supervise the work of several subordinates or a small clerical unit, engaged in performing varied routine and difficult clerical tasks including the use of automatic typewriting equipment which records material on cards or tape for storage.

To perform typing work of a difficult and responsible nature on automatic typewriting equipment which includes such features as: storage of content and format, automatic reproduction or printing, switch codes, save memory, automatic letter writing, editing, math options and other word processing functions.

To control the flow of work and keep records to ensure work is promptly completed.

To maintain contact with other state agencies and units.

To train subordinates in the procedures and work of the unit.

To establish and maintain a filing system for records and to prepare reports for these records.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of office practices, commercial arithmetic and business English; a working knowledge in the methods and procedures of filing; the ability to operate one or more of the several types of word processing typewriting machines with reasonable speed and accuracy*; the ability to plan, supervise and review the work of a small clerical staff; the ability to keep complex records and to prepare periodic reports from such records; the ability to interpret and apply policies and procedures relating to work assignments; the ability to establish and maintain effective working relationships with other employees and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school including or supplemented by courses in typing and the operation of automatic typewriting equipment; and

Experience: Such as may have been gained through: employment in a position involving the exercise of independent judgement in the performance of automatic typing and other clerical work of a difficult nature.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

*NOTE: 40 net WPM-5 minutes

Revised

May 24, 1987